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NEW YORK HOSPITAL.

WEST FIFTEENTH STREET.

RULES FOR NURSES.



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## PATIENTS.

1. No patient shall leave the house, unless by permission of the Superintendent, nor gamble within the Hospital, nor introduce any liquors into the house.

2. No patient shall enter the dead-house, engine-rooms, kitchen, laundry, or any of the nurses' or servants' apartments, under any pretense whatever.

3. No male patient shall go into the women's apartments or Wards, nor any female patient into those of the men.

4. No patient shall be allowed to have any book, pamphlet, newspaper, print or picture of an immoral or indecent character.

5. If any patient shall not conform to the foregoing regulations, or shall use profane or indecent language, or get drunk, or behave rudely or indecently, the Superintendent may immediately discharge him, if he deems it necessary, and shall report the case to the Visiting Committee at their next meeting.

6. No officer or servant of this Institution shall accept any gift or bequest from or in behalf of any patient, except with the approbation of the Visiting Committee.

7. Patients must be treated kindly and firmly, and may neither direct a nurse nor give orders in any way.

8. Care must be taken that patients are served with their meals or other food promptly. Empty dishes and pitchers must be returned to the kitchen without delay.

9. Patients must have a full bath each week, unless otherwise ordered, but never sooner than two hours after a full meal.

10. No patient will be permitted to leave the Ward till after the morning rounds of the House Staff, nor at any other time without permission from the Nurse in charge of the Ward.

11. Patients may not receive visits from friends in the Solarium, nor may their friends visit through the Hospital without permission from the Office.

## NURSES.

1. The hours of duty for Nurses by day shall be from 7 o'clock A. M. to 7 P. M.; and by night from 7 o'clock P. M. to 7 A. M.

2. Each Nurse must be in her Ward promptly at 7 o'clock in the morning. She must be neatly dressed, with her hair smoothly arranged. Her clothing and person must be kept scrupulously clean.

3. The Assistant Nurses and Orderlies must regard themselves as subordinate to the Head Nurse of the Ward and obey her orders. No commands shall be received from patients.

4. Nurses must observe proper decorum and civility toward patients, Orderlies, and each other.

5. Nurses on the entrance of an Officer or stranger into the Ward shall at once rise, if seated, and give all visitors prompt attention. No strangers should be admitted to the Wards without passes. The ordinary length of a visit is half an hour. This limit should not be exceeded except in special cases, in the discretion of the Nurse. All passes to Wards expire at 7 P. M., unless a later hour is distinctly stated in writing.

6. The Nurses will take their meals in the Nurses' Dining Room. Breakfast will be served at 6.20 o'clock in the morning, dinner at 1 o'clock P. M., and supper at 5 o'clock in the afternoon. They will use the stairs in going to the dining room and the large elevator in returning.

7. Meals must be punctually attended by the Nurses in turn; one Nurse always remaining in the Ward or within call.

8. No food, drink or fruit sent in for any patient by friends or other persons outside, shall be given to the patient except on the approval of the House Physician or Surgeon.

9. The appropriation by any Nurse or Orderly, or other employe, of any article of food or drink prescribed for a patient, will be deemed an offense justifying the dismissal of the person so offending.

10. It shall be the duty of the Head Nurse to report promptly to the Superintendent's office everything in the Ward requiring attention, and especially the failure of the supply of ice, and any misbehavior or insubordination of patients or persons employed. The omission to do this will be considered a serious offense.



11. After the morning or afternoon prescriptions have been completed, the Head Nurse of the Ward shall call the elevator and send them down to the Apothecary, together with the empty bottles. The Apothecary shall promptly fill the prescriptions and send the articles and medicines by the elevator to the Ward. Any failure to supply medicines or surgical apparatus must be immediately reported to the Superintendent's office.

12. All medicines, dressings, etc., must be kept in the medicine closet provided for the purpose, and the closet kept always locked. Surgical appliances, not in use, should be sent to Splint Room.

13. Any unfavorable condition taking place in a patient must be promptly reported to the House Physician or Surgeon, or in his absence to the Senior Assistant.

14. The affairs and condition of all patients are to be considered as strictly private.

15. The Nurse in charge will be held responsible for the whereabouts of the patients of the Ward.

16. Nurses must refuse to receive patients into their Wards without cards, excepting emergency cases during the night. When such cases are thus received the absence of cards should be promptly reported to the office in the morning.

17. When a patient is to be discharged, the House Physician or Surgeon will sign his Hospital card. The Nurse will see that the patient is properly dressed, and takes away all his effects; and shall accompany such patient to the Superintendent's office, and there deposit his card.

18. In the event of the death of a patient, the date and hour of death should be noted on the Hospital card, and the card without delay, deposited in the Superintendent's office.

19. All linen must be changed at the prescribed time, and an accurate account kept of the number and condition of the stock of the Ward.

20. All waste material must be put in the waste pail at once, and all soiled clothes or other material for the laundry in the clothes basket. At five minutes before 9 A. M. the pail and clothes bag must be placed at the door of the *small elevator*. At 9 A. M. the elevator will collect them. The clothes will be taken to the laundry and the pails to the engine room, and the bags and pails promptly returned.

21. Each Head Nurse will be held responsible for the good condition of her Ward, including the dining-room, closets and lavatory attached, and for the clean and serviceable condition of all utensils.

22. No attempts to regulate excessive heat or cold should be made in the Wards. Such excess should be at once reported to the Office, where it will receive prompt attention. When the sun is too bright or warm, the blinds on the Fifteenth Street side must be closed.

23. Beds and bedding must be aired carefully, some each day, that all may be fresh at least once a week.

24. When a patient leaves the Hospital, his bed must be aired thoroughly.

25. Every direction of the Medical Officers must be carefully noted and obeyed, and medicines must be administered faithfully at the time and in the quantity prescribed.

26. At the discretion of the Directress, Nurses will be allowed leave of absence one afternoon in each week ; and they shall also, if the pressure of their duties and the condition of the weather permit, spend an hour every day in the open air. They will also be excused from duty a part of each Sunday. They must not be out after 10 P. M. without permission from the Directress. And they shall have a vacation of two weeks in each year, the time of which shall be determined by the Directress according to the exigencies of the Hospital Service with just regard to their wishes and convenience.

27. Nurses will not require passes to go out, but, when leaving the Hospital, must enter the hour of departure and return in the Register kept at the door for that purpose.

28. Nurses and Orderlies are not to visit other Wards or talk with other Nurses and Orderlies when on duty except in performance thereof, nor to visit any Wards when off duty.

29. The Night Nurses will be in their rooms between the hours of 9 A. M. and 4 P. M., unless permission to the contrary is granted by the Directress. They must not remain in the Wards during their leisure hours.

30. Male patients must upon admission, invariably have a bath in the Reception Ward, unless the contrary is distinctly ordered by the House Physician or Surgeon.

31. Upon admission to the Wards, patients should invariably be informed by the Nurse in charge that valuables can be kept

in the Wards only at the risk of the owners. All valuables should be kept in the safe in the Office. The Hospital refuses to assume any responsibility for losses which may occur.

32. In no case should any property of patients (including clothing) be delivered to any one other than the owner without an order from the Office.

33. A careful record should be kept of patients' clothing, and diligence exercised to secure the return of all articles sent to the Laundry or Disinfecting Tank. If such articles are not returned in due season, a prompt investigation should be made.

34. Patients' clothing may be sent once to the laundry if necessary, but not more than once, without the Superintendent's permission.

35. On the death of a patient all property (including clothing) should be delivered to the Office. Before the body is sent to the Dead House it should be carefully inspected and all jewelry and other valuables removed.

36. The doors leading from the Wards to the Lavatory passages, and those from these passages to the Water Closets must never be left open.

37. The iron stairway between the Hospital and Administration building is a fire-escape, and must not be used as a thoroughfare.

38. No liquor shall be brought into the House without the knowledge and consent of the Superintendent.

39. Loud talking across Wards or Halls, or unnecessary noise of any kind, is forbidden.



